

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: Engineer (Electrical) #525, BWT 1-6/7
Announcement No: A-03-060
Employment Type: Permanent –Full Time position
Base Pay: BWT 1-6: 230,400 yen per month or above (LAD: 3)
BWT 1-7: 250,100 yen per month or above (LAD: 4)
Location: Engineering Division, Public Works Dept, NAF Atsugi
Work Schedule: 40 HRS/WK (Mon - Fri / 0745-1630)
Open: 05/13/03
Cut Off: 1st Cut Off: 05/20/03 (Subsequent Cut-Off every Tuesday)
Close Date: Open until filled
Area Of Consideration: Current USFJ Employees and Off Base Applicants
***Selection may be made at a lower grade depending on the applicant's qualifications.**

MAJOR DUTIES:

Prepares design plans, specifications and detailed cost estimates for all electrical engineering projects, and coordinates with other engineers or leading project teams on multi-discipline projects. Reviews the electrical portion of Architectural-Engineer (A-E) design submittals, Government of Japan Facilities Improvement Program (JFIP) project submittals and advises the Electrical Branch Head on soundness and completeness of design, conformance with the U. S. Navy criteria, functional adequacy, and reasonableness of A-E estimates. Prepares preliminary electrical design sketches, schematics and cost estimates required for planning and budgeting of various types of projects. Coordinates with Facilities Management Engineering Division (FMED) and OICC NAVFAC Contracts, Atsugi and advises the Electrical Branch Head on technical problems brought up through Engineering Division Director in connection with contract drawings and/or specifications. Provide liaison with official and private Japanese technical organizations, contractors, manufacturers, etceteras on electrical engineering matters pertaining to design and costs. Coordinates with representatives of station departments and tenant activities on engineering study and/or work order requested through the Electrical Branch Head. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

BWT 1-7: 1) At least one year of work experience at the next lower grade level (1-6) in the related duties and,
2) 1st or 2nd class Electrical Engineer License.

BWT 1-6: 1) At least one year of work experience at the next lower grade level (1-5) in the related duties and,
2) 1st or 2nd class Electrical Engineer License.

OTHER WORK CONDITIONS: Position requires Driver's License, fluency in both English and Japanese writing, speaking and reading, general office suite computer knowledge (AutoCad, Word, Excel, Access)

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess permanent residency visas are eligible. Please attach a copy of alien registration certificate to your application.
- Former US Military Retirees: Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel to be considered. Please attach approval letter and DD Form 214 to your application.

HOW TO APPLY Send us **English** MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken
〒252-1101

NOTE:

- 1) Make sure you annotate "Announcement No (A-03-060)" to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.